

Meeting Minutes  
Metcalf (DEQ) Building, Room 111  
**Thursday, Jan. 20, 2005**  
1:15-3:15 p.m.

Molly Petersen, Chair, called the meeting to order at 1:20 p.m. Those in attendance introduced themselves. Present were Autumn Bahr, Kim Benjamin, Penne Beto, Beth Campbell, Joan Franke, Ellen Hanpa, Kim Hayes, Chris Hettinger, Betty Huckins, Prudy Hulman, Heidi Lindgren, Lisa Mecklenberg Jackson, Molly Petersen, Sherry Rust, Jen Skartveit, Deanne Ziesman, Ann Cannon, and Mary Spaulding.

A motion to approve the December 2004 minutes was made by Joan and seconded by Beth. The motion carried. Joan Franke, Treasurer, reported that we have \$1,426.77 in our checking account and \$1,988.30 in our savings account, for a total of \$3,415.07.

Autumn led an icebreaker in which each member spent a little time getting to know another member and then introducing that person to the larger group. Did you know Autumn is getting married this summer and Molly recently found out she's allergic to flax seed?

**Subcommittee Reports:**

**Excellence in Leadership Awards (ELA)** – Autumn reported that all judges have been confirmed for the ELA Awards. Sherry was elected co-chair of this subcommittee at their last meeting. Autumn asked that anyone with ideas on private companies to add to the mailing list for the award nominations contact her. (There were no nominations from a private business last year). Important timelines for ELA: 3/2 -- stuff envelopes; 3/17 -- distribute packets and posters to ICCW members who will distribute to their agency; 4/4 -- nomination packets due; and 5/25 -- awards ceremony at 2:30 p.m. in the Capitol Rotunda.

**Marketing** has been working on the Feb. 8 meet and greet with legislators and state agency directors in the Capitol Rotunda. ICCW will purchase meat & cheese trays, veggies, cake, and punch, as well as rent tablecloths. There was a motion by Prudy, second by Chris, to approve up to \$400 to use for the meet and greet. Motion passed. Jen will check on having an ICCW tablecloth done for the main table. Invites to the event will be sent out two weeks ahead of time, with a reminder the day before. Legislator mailboxes, deadhead, and e-mail will be used. ICCW members should contact Jen if they are interested in helping out that evening and should wear their ICCW clothing. Prudy will make ICCW nametags for those who don't already have one.

The **Procedures/Legislative Tracking** Subcommittee is tracking legislation affecting state employees and Lisa will be sending out a link to the tracking report on the ICCW Website. The subcommittee will also put together a handout of these bills for ICCW members to use to prepare for the legislator/state agency director meet and greet on Feb. 8. Officers are writing informal

job descriptions for the manual of procedures and should send them to Heidi by the first week of February.

The **Training** subcommittee hosted a well-attended brown bag lunch on Jan. 12th. Forty-seven state employees came to see Lisa Hunter from Corrections in Deer Lodge present training on self-defense tactics and moves. In addition to teaching helpful strategies, Lisa let the attendees know that the local law enforcement academy offers self-defense courses, and that the DOC Website lists similar training opportunities: <http://www.cor.state.mt.us/resources/training.asp>

The next ICCW brown bag lunch will be presented in conjunction with the Wellness Program on Feb. 9 in the Scott Hart Auditorium and will focus on women and heart disease. You can check out the MINE site or the ICCW site for a list of upcoming brown bags, and for a list of five videos produced by the National Businesswomen's Leadership Association that are available for checkout: <http://www.mdt.state.mt.us/iccw/default.shtml>. Chris is doing a great job advertising ICCW around the state by sending these videos out statewide. Chris asked that anyone with any ideas for future meeting speakers or brown bag speakers contact her. Mary Jo at Dillard's for Dress for Success, and a brown bag on de-escalation were suggested.

**Meetings with new directors concerning ICCW:** Heidi and Autumn are meeting with the DEQ Director later today; Molly and Tana met with the chief of staff in the SOS office last month; and Prudy has a meeting with her new director on Feb. 17. Molly, Heidi, and Prudy sent a letter to the Governor's office on Nov. 30 requesting a meeting. Having heard nothing, Prudy sent a follow-up letter last week. Nothing has been heard yet.

The Secretary of State's office will take the ICCW logo board from Jan. 20-Feb. 16. Who will take it next?

The meeting was adjourned at 2:25 p.m. Our next meeting will be Wednesday, Feb. 16 from 1:15 to 3:15 p.m. at the Metcalf Building (DEQ), Rm. 111.

Respectfully Submitted,

Lisa Mecklenberg Jackson  
ICCW Secretary